

**ICU Trustee Board
Finance and Risk Sub-Committee
Terms of Reference**

Purpose

The Finance and Risk Committee has delegated responsibility on behalf of the Board of Trustees, for ensuring that the Union remains solvent and in sound financial health, that the Union complies with relevant legislation and regulations; for analysing and managing the Union's overall risk profile for scrutinising any significant financial decisions made by the executive and management, and for providing support and guidance on the above issues to Union officers and management.

Remit

1. To review and advise the full Board of any matter that threatens or carries a serious risk to the Union and of any actions necessary to mitigate such risk.
2. To review the risk profile of the Union, approve appropriate risk management policies and procedures, monitor the compilation and implementation of the risk register and resulting action plans.
3. To annually review the effectiveness of risk management activity in the Union on the basis of regular reports.
4. To monitor the performance of existing audit systems and present reports to the Trustee Board in respect of the results of any internal or external auditing exercises.
5. To review the terms of reference and scope of the external auditor, oversee the appointment, and monitor the performance, of the external auditor.
6. To receive and approve the Union's annual budget and accompanying commentary prior to final submission to the Trustee Board.
7. To receive and approve an annual capital expenditure budget and accompanying commentary and to receive regular reports on progress with any major (i.e. over £25,000) capital projects.
8. To receive the Union's quarterly management accounts and accompanying management report, discuss any variances to budget and agree any actions necessary to improve the Union's financial performance.
9. To offer an ultimate port of call for any urgent or highly sensitive concerns raised in respect of the Union's integrity, financial or otherwise.
10. To, by receiving relevant documents in a timely manner, ensure that the Union's budgeting process is effective and efficient and to receive an annual timeline for the budgeting process for the Union's Finance Manager and General Manager.
11. To approve (or otherwise) budgets for major projects and events (with expenditure or revenue expectations of greater than £25,000)
12. To make other decisions of a financial nature as delegated by the full Board.

Responsibility and Authority

- The Committee shall endeavour to promote a culture of accountability and transparency throughout the Union's operations and among its staff and officers.
- To call any investigation considered necessary and to call any individual or document relevant to any such investigation in order to meet the objectives and remit detailed above.

Membership

The Committee will have up to five members, including at least one student trustee and one lay trustee.

The Quorum shall be three.

The following shall be in attendance:

- General Manager
- Finance Manager
- Union President
- Deputy President (Finance and Services)

Resources

- Any financial resources necessary to achieve the Committee's objective
- Any management resources necessary to achieve the Committee's objective
- Appointment of other professional advisors as required to perform its role effectively
- General Manager and Finance Manager to draft papers and reports for the Committee and to develop the agenda for Committee meetings in conjunction with the Chair

Regularity of Meetings

At least four meetings per annum, or more if required by the committee.

Indicative Annual Cycle of Activity

Meeting	Agenda Items
November	Receive Q1 Management Accounts and Commentary Approve Budget Production Timescales for following financial year
February	Discuss draft Reserves Policy prior to approval at Trustee Board Receive Q2 Management Accounts and Commentary Receive progress report of Budget Production Timescales Discussion of internal audit reports and Action Plans
May	Discuss appointment of auditors before formal approval at Trustee Board Annual Review of Financial Policies and Procedures Receive and discuss Draft Budget before formal approval at Trustee Board
August	Receive draft year accounts before formal approval at Trustee Board Business Continuity Plan – Annual Review Risk Management Policy and Risk Register – Annual Review